

CRITERIA FOR IDENTIFYING RECORD COLLECTIONS TO BE  
CONSIDERED FOR ROLL MICROFILMING

(Use Form 3239: Microfilming Proposal for Evaluation)

Please report on:

1. All collections which consist of new computer-produced documents (print outs, reports, etc.) that are currently destined for storage for periods in excess of two years. These documents are particularly well suited for high speed, low cost, microfilming by utilizing Computer Output Microfilm (COM) processing.
2. All collections which are currently active and will remain so for at least two years regardless of their disposition thereafter, provided that the file organization is sequential, chronological, or that when the file is closed any new records will be added onto the end and not interfiled.
3. Collections containing files which will become inactive within the next two years and will be retained thereafter for at least eight years.

CLASSIFICATION

|   |  |                                |  |   |  |              |  |          |    |
|---|--|--------------------------------|--|---|--|--------------|--|----------|----|
| MICROFILMING PROPOSAL FOR EVALUATION  |  |                                |  | DATE  |  |              |  |          |    |
| TITLE OF FILE (or brief description)  |  |                                |  | CUSTODIAN OF FILE   |  | EXTENSION    |  |          |    |
|   |  |                                |  | OFFICE  |  |              |  |          |    |
|   |  |                                |  | FILE LOCATION (Room No. and Building)   |  |              |  |          |    |
| PRESENT VOLUME (cu. ft.)  |  | NUMBER OF REFERENCES PER MONTH |  | ESTIMATED ANNUAL DEPOSIT (cu. ft.)  |  |              |  |          |    |
| HQS.  |  | HQS.                           |  | TO THE RECORDS CENTER   |  |              |  |          |    |
| REG. CENTER   |  | REC CENTER                     |  |   |  |              |  |          |    |
| SIZE OF RECORD  |  |                                |  | RETENTION PERIOD OF FILE  |  |              |  |          |    |
| LETTER<br>LEGAL<br>CARD<br>PLANS<br>MAPS<br>ENG. DRAWINGS<br>ADP TAB PAPER<br>OTHER (specify) |  |                                |  | IN OFFICE SPACE   |  | IN CENTER    |  |          |    |
|   |  |                                |  | IS FILE ON RECORDS CONTROL SCHEDULE   |  |              |  | YES      | NO |
|   |  |                                |  | ARRANGEMENT OF FILES (alphs, numeric, chrono, etc.)                           |  | SCHEDULE NO. |  | ITEM NO. |    |
|   |  |                                |  | CONDITION OF FILE   |  |              |  |          |    |
| GOOD CLEAR COPY, UNFASTENED, ONE WEIGHT AND SIZE AND COLOR OF PAPER                           |  |                                |  | POOR COPY, STAPLED, ACCO FASTENED, VARIOUS WEIGHTS, SIZES AND COLORS OF PAPER |  |              |  |          |    |
| REMARKS   |  |                                |  |   |  |              |  |          |    |
| SIGNATURE OF RECORDS OFFICER  |  |                                |  |   |  |              |  |          |    |

FOR USE BY RECORDS MANAGEMENT STAFF ONLY

CLASSIFICATION

Make and Model

Price

Approved For Release 2001/11/01 : CIA-RDP73-00099A000200020006-0

|                               |         |       |
|-------------------------------|---------|-------|
| Overall Size - Height         | \$100   | \$400 |
| Width                         | 20"     | 29"   |
| Depth                         | 10"     | 25"   |
| Desk Surface Occupied - Width | 16"     | 18"   |
| Depth                         | 10"     | 25"   |
| Weight                        | 16"     | 18"   |
|                               | 15 lbs. |       |

|                |          |          |
|----------------|----------|----------|
| Magnification  | 19x; 24x | 22x; 30x |
| Image Rotation | No       | No       |

|                      |        |     |
|----------------------|--------|-----|
| Screen Size - Height | 11"    | 14" |
| Width                | 8-1/2" | 22" |

|  |  |  |
|--|--|--|
| SCREEN BRIGHTNESS - Comfortably readable regardless of machine's position. |  |  |
|--|--|--|

|                              |          |     |
|------------------------------|----------|-----|
| Image brightness adjustable. | 2 levels | Yes |
|------------------------------|----------|-----|

|   |       |          |
|---|-------|----------|
| IMAGE SHARPNESS - Anti-reflection coated or tinted. | white | 2 levels |
|---|-------|----------|

|                             |  |  |
|-----------------------------|--|--|
| Can tint be easily changed. |  |  |
|-----------------------------|--|--|

|  |  |  |
|--|--|--|
| Flat field without "edge fall-off" of image or "hot spot." |  |  |
|--|--|--|

|   |  |     |
|---|--|-----|
| Good depth of focus and depth of field. |  | Yes |
|---|--|-----|

|   |     |     |
|---|-----|-----|
| VIEWING CONVENIENCE - Adequate viewing from various angles. | Yes | Yes |
|---|-----|-----|

|                      |        |        |
|----------------------|--------|--------|
| Carrier Size - Width | 7-1/2" | 7-3/8" |
| Depth                | 4-1/4" | 6"     |

|                             |     |     |
|-----------------------------|-----|-----|
| Accepts Tab-size Microfiche | Yes | Yes |
|-----------------------------|-----|-----|

|                       |     |     |
|-----------------------|-----|-----|
| Accepts Aperture Card | Yes | Yes |
|-----------------------|-----|-----|

|                   |               |     |
|-------------------|---------------|-----|
| Accepts Roll Film | Yes (adaptor) | Yes |
|-------------------|---------------|-----|

|                   |    |    |
|-------------------|----|----|
| Accepts Cartridge | No | No |
|-------------------|----|----|

|   |     |     |
|---|-----|-----|
| CARRIER DESIGN - Easy to load and unload various formats efficiently. | Yes | Yes |
|---|-----|-----|

|   |    |    |
|---|----|----|
| Glass plate vulnerable in loading position. | No | No |
|---|----|----|

|  |    |    |
|--|----|----|
| Accepts 2 tab-size fiche simultaneously. | No | No |
|--|----|----|

|  |     |     |
|--|-----|-----|
| EASE OF SCANNING - Controls permit one-hand operations left or right hand. | Yes | Yes |
|--|-----|-----|

|                  |              |                  |
|------------------|--------------|------------------|
| Indexing method. | Alphanumeric | Index & Joystick |
|------------------|--------------|------------------|

|                       |                   |  |
|-----------------------|-------------------|--|
| Power Characteristics | 110, AC, 50-60 HZ |  |
|-----------------------|-------------------|--|

|                  |         |  |
|------------------|---------|--|
| Battery Operable | 12v, DC |  |
|------------------|---------|--|

|                         |  |  |
|-------------------------|--|--|
| USEFUL LAMP LIFE - Type |  |  |
|-------------------------|--|--|

|        |  |  |
|--------|--|--|
| Rating |  |  |
|--------|--|--|

|  |  |  |
|--|--|--|
| Operates at higher than its rated voltage. |  |  |
|--|--|--|

|      |  |  |
|------|--|--|
| Life |  |  |
|------|--|--|

|                 |      |      |
|-----------------|------|------|
| OPERATING NOISE | None | None |
|-----------------|------|------|

|                                   |            |     |
|-----------------------------------|------------|-----|
| OPERATING TEMPERATURE - Run cool. | Fan-cooled | Yes |
|-----------------------------------|------------|-----|

|                     |  |  |
|---------------------|--|--|
| Dichroic Reflector. |  |  |
|---------------------|--|--|

|  |     |     |
|--|-----|-----|
| FILM PROTECTION - Film always protected by glass plates. | Yes | Yes |
|--|-----|-----|

|                          |    |    |
|--------------------------|----|----|
| JUST PROTECTION - Screen | No | No |
|--------------------------|----|----|

|                 |  |  |
|-----------------|--|--|
| Optical system. |  |  |
|-----------------|--|--|

|                                  |     |  |
|----------------------------------|-----|--|
| Construction - Simple and Sturdy | Yes |  |
|----------------------------------|-----|--|

|                |  |  |
|----------------|--|--|
| ease of Repair |  |  |
|----------------|--|--|

|             |    |    |
|-------------|----|----|
| collapsible | No | No |
|-------------|----|----|

|                       |      |      |
|-----------------------|------|------|
| Printer - Print Size. | N.A. | N.A. |
|-----------------------|------|------|

|       |      |      |
|-------|------|------|
| Speed | N.A. | N.A. |
|-------|------|------|

|         |      |      |
|---------|------|------|
| Process | N.A. | N.A. |
|---------|------|------|

|      |      |      |
|------|------|------|
| Cost | N.A. | N.A. |
|------|------|------|

|            |  |                                     |
|------------|--|-------------------------------------|
| ADVANTAGES | Compact<br>Low cost<br>Good Indexing<br>Adapts AC & RF | Dual Image Projection<br>14" Screen |
|------------|--|-------------------------------------|

|             |            |                   |
|-------------|------------|-------------------|
| SADVANTAGES | 11" Screen | Size<br>High Cost |
|-------------|------------|-------------------|